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Bulletin Number	37032BR
Type of Recruitment	Open Competitive Job Opportunity
Department	Treasurer and Tax Collector
Position Title	DEPUTY PUBLIC CONSERVATOR/ADMINISTRATOR I
Exam Number	B1480N
Filing Type	Standard
Filing Start Date	10-Jun-2014
Filing End Date	01-Jul-2014
Filing End Time	5:00 pm PST
Salary Type	Monthly
Salary Minimum	3564.36
Salary Maximum	4667.64
Special Salary Information	The County of Los Angeles provides employees who work in the Civic Center a \$70/month transportation allowance that may be used towards alternate modes of mitigation and/or parking. In addition, the mitigation Commuter Center provides schedules for bus and rail transportation as well as information on joining carpools or vanpools.
Benefits Information	Represented Employees • Cafeteria Benefit Plan • Defined Contribution Retirement Plan • Deferred Compensation & Thrift Plan • 11 Paid Holidays • Generous Vacation and Sick Leave Benefits • Flexible Work Schedules
Position/Program Information	FILING WILL BE SUSPENDED AFTER THE FIRST 250 APPLICATIONS ARE RECEIVED OR ON TUESDAY, JULY 1, 2014 AT 5 P.M. (PST), WHICHEVER OCCURS FIRST.
Essential Job Functions	<ul style="list-style-type: none"> • Receives instruction and learns laws and procedures that govern the administration of estates under the jurisdiction of the Public Administrator. • Investigates decedent estates by reviewing documents and interviewing relatives and others to locate heirs, will, trust, and assets to determine jurisdiction over the deceased person's estate. • Conducts extensive research to locate heirs to determine heirship and confers with attorneys, heirs, claimants and others on the status of estates, priority of decedent claims, estimated costs of liquidation, and taxes. • Confers with other divisions, departments, and government agencies regarding special problems encountered and furnishes information. • Maintains records and statistics; updates case files; and prepares letters, reports, and other forms of memoranda by entering and retrieving information via the Client and Asset Management Systems (CAMS) or using word processing software in connection with the investigation and administration of conservatorships, guardianships, or decedent estates.
Requirements	<u>SELECTION REQUIREMENTS:</u> A bachelor's degree* from an

accredited** college or university with specialization in the social sciences, behavioral sciences, business administration, accounting or a related field.

NOTE: Applicants must attach a copy of their official degree or official transcripts that clearly identifies their name and area of study.

The acceptance of your application depends on whether you have clearly shown that you meet the selection requirements.

Physical Class	Physical Class III – Moderate: Includes standing or walking most of the time, with bending, stooping, squatting, twisting, and reaching; includes working on irregular surfaces, occasionally lifting objects weighting over 25 pounds, and frequent lifting of 10-25 pounds.
License(s) Required	A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.
Special Requirement Information	*You MUST include a photocopy of your official transcripts or diploma with your application at the time of filing. Your transcripts or diploma MUST indicate that you meet the Selection Requirements. Applications submitted without the required documentation will be rejected as incomplete. If you are unable to attach required documents, you may fax them to (213) 217-4931 or email them to ttchr@ttc.lacounty.gov within fifteen (15) days of filing your application. Please include your name, exam number, and exam title.
Accreditation Information	Appointees MUST furnish their official college transcripts prior to their appointments. Accreditation: **Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as <u>American Universities and Colleges</u> and <u>International Handbook of Universities</u> are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by <u>The National Association of Credential Evaluation Services</u> or the Association of International Credential Evaluators, Inc. (AICE).
Examination Content	<p>This examination will consist of two (2) parts:</p> <p><u>Part I (70%):</u> A paper and pencil and computerized written test that consists of both broad-based and work styles assessment testing sections. The written test will consist of two (2) sections.</p> <p>Section I: A Broad-Based Employment Skills Test (B-BEST), which will assess written expression, reading comprehension, data analysis and decision making, office practices and procedures, and customer service.</p> <p>Section II: Work Styles Assessment (WSA) test, which will assess achievement orientation, conscientiousness, customer focus, customer service potential, dependability, and retention.</p> <p>Candidates must achieve a minimum passing score of 70% on Part I in order to advance to Part II of the examination.</p> <p>Applicants that have taken identical written test part(s) for other exams within the last 12 months, will have their written test scores for the identical test part(s) automatically transferred to this examination.</p>

This examination contains test parts that may be used in the future for new examinations. Your scores will be transferred to the new examination and you may not be allowed to re-take any identical test parts for at least 12 months.

WRITTEN TESTS ARE NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.

Part II (30%): A Structured Interview which measures principles and practices of interviewing and document research, oral communication, interpersonal skill, planning and coordination, and adaptability/flexibility.

Candidates must achieve a minimum passing score of 70% or higher in the interview in order to be placed on the eligible list.

**Special
Information**

The following duties/physical functions are required, as needed:

Access the estate, which may require walking on uneven ground and/or climbing stairs;

Climb on rooftops to inspect work done by contractors;

Endure exposure to dust, gas, fumes, or chemicals depending on the state of the individual property;

Endure exposure to extreme temperatures, humidity, or wetness, depending on the time of year, the weather, and the individual location of the estate;

Endure exposure to human and/or animal body fluids, human decomposition, human and/or animal feces, vermin, and insects;

Push, pull, and/or lift small pieces of furniture and other items which may conceal or hold assets;

Stand, bend, squat, climb, kneel, crawl and/or twist in searching the property for assets which may be behind or beneath furniture or above shoulder height in closets or shelves;

Load and transport high value or collectible assets from an estate to the vault located in the Hall of Records using the employee's car or a County vehicle;

Handle and transport a wide variety of firearms and associated ammunition;

Use a hammer, pliers, screwdriver, crowbar, and other small tools to access and evaluate the condition of a property.

BACKGROUND INFORMATION: Successful applicants will be required to complete a thorough background investigation, including a Livescan fingerprint search, prior to appointment. Examples of disqualifying factors are any felony convictions or conviction of a misdemeanor involving moral turpitude and job-related misdemeanor convictions.

PRIOR TO APPOINTMENT: Candidates are responsible for providing complete and accurate records, and for securing official accreditation documents to verify education during the examination process. Also, official documents (degrees and/or transcripts) **must** be submitted to the hiring staff as proof of completion of the education prior to appointment. Official documents must be properly embossed, signed, and dated by

	authorized officials.
Vacancy Information	The resulting eligible list for this examination will be used to fill vacancies in the Public Administrator Division of the Department of Treasurer and Tax Collector, located at 320 West Temple Street, Los Angeles, CA 90012.
Eligibility Information	The names of the candidates receiving a passing grade in the examination will be placed on the eligible list in the order of their score group for a period of 6 months following the date of promulgation.
Available Shift	Any
County of Los Angeles Information	View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

[COUNTY OF LOS ANGELES BULLETIN INFORMATION](#)

OR

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under "Some helpful links" section.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

Application and Filing Information

Online Filing Only:

Click on the link below to apply directly online:

https://sjobs.brassring.com/1033/asp/tg/cim_jobdetail.asp?partnerid=25082&siteid=5045&areq=37032BR

Applications must be filed online only. Paper applications and/or resumes cannot be accepted in lieu of online applications, although resumes may be uploaded as attachments to online applications. Applications will not be accepted by mail, fax, or in person. Candidates must upload any supporting documents such as degrees, transcripts, and certificates, during the application submission process.

All information is subject to verification. We may reject your application at any time during the examination process.

The acceptance of your application depends on whether you clearly show that you meet the Selection Requirements. Please fill out the application completely and correctly so that you will receive full credit for related education and experience. In the space provided for education, include the names and addresses of schools attended, titles of courses completed, and dates completed. For each job held, give the name and address of your employer, your job title, beginning and ending dates, the number of hours worked per week, description of work performed, your role, level of involvement, independence, size of organization, complexity, and level of accountability surrounding your experience, and salary earned. **Failure to provide the complete information may impact assessment of your qualifications and acceptance into the examination process.**

Applicants must submit their applications and all supporting documents by 5:00 PM, PST, on the last day of filing. **Applications electronically received after 5:00 p.m. (PST) on the last date of filing will not be accepted.**

Note: If you are unable to attach required documents, you may fax them to (213) 217-4931 or email them to ttchr@ttc.lacounty.gov, by the end of the filing period. Please include your name, exam number, and title. Documents submitted after the end of the filing period will not be considered as part of your application submission.

Social Security Number: All applicants MUST enter a valid social security number at the time of filing. Entering anything other than a valid social security (i.e., 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

Computer and internet access at Public Libraries:

For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at local public libraries throughout Los Angeles County.

No sharing of user ID and password: All applicants must file their application online using their OWN user ID and password. Using a family member or friend's user ID and password may erase a candidate's official application record.

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ADA Coordinator Phone	(213) 974-1797
California Relay Services Phone	(800) 735-2178

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